



**Borough Council- Work Session
November 20, 2023**

The Work Session Meeting of Souderton Borough Council, held on the above date, was called to order by Councilor Julie A. Munden at 7:00pm.

It was noted that Council President Tracy Burke was absent this evening and the following Borough Council and staff were present:

Council Vice-President Edward M. Huber
Councilor Matthew J. DiNenna
Councilor Stephanie Hall
Councilor Daryl W. Littlefield
Councilor Julie A. Munden
Councilor Donna M. Rogers
Councilor Matthew R. Sholly
Councilor Richard M. Walczak

Mayor Daniel L. Yocum
Borough Manager Stacy E. Crandell
Police Chief Brian A. Newhall
Public Works Director Steven Coll

Councilor Julie Munden turned the meeting over to Borough Manager Stacy Crandell. Ms. Crandell gave a brief update on some items that will be coming up on future agendas including vacancies for the Boards and Commission. Another item discussed was the upcoming advertisement for bids for the plastering of the activity pool. Ms. Crandell explained that Staff is working on getting the specifications together and then we will ask for authorization to advertise for the bids on PennBid. The Borough now has an account set up.

Borough Manager Stacy Crandell discussed the request for the Liquor License Hearing that is scheduled to take place on December 4th for the business located at 672 E. Broad Street. This is currently a convenience store, but the owner would like to obtain a liquor license to sell six packs of beer. In order to do that they need to provide 30 seats for a restaurant. Ms. Crandell explained that this is a permitted use and the only thing that would need to be addressed is the accessible bathroom facilities. Council Vice-President Ed Huber raised concerns about why they are not going through the land development process with the change in use. Ms. Crandell explained that this was permitted use and that it was not something that needs to go through the land development process. Mr. Huber asked that Staff review this again before the hearing on December 4th.

Borough Manager Stacy Crandell discussed the update regarding the Freight Building and Brass Collar Brewery. Ms. Crandell explained they received a request to enclose the patio which would cost about \$83,000 and that Brass Collar was willing to put up \$20,000 and then pay the rest during the course of their lease. Councilor Richard Walczak explained that was not in favor of spending this money now but would be willing to revisit this discussion in a year once the business has been operating for a while. The Council agreed with this proposal and advised Staff to notify Brass Collar.

Borough Manager Stacy Crandell explained that the Staff is looking at the Special Events Permit but it involves upcoming our ordinances so we will wait until the new solicitor is on board. Ms. Crandell also explained that in conjunction with the special event permit is the need to review the fee schedule which has not been reviewed for the most part in several years to make sure we are recovering our costs. Ms. Crandell stated that the fee schedule review would be at the January Work Session and hopefully be up for approval in February.



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Borough Manager Stacy Crandell explained that she is working on moving everything related to the Community Park Project to Gilmore, a current borough engineer. Also, Staff received a call regarding the donation of the basketball courts. We are working with the company to hopefully have the court poured in December. Staff is working on getting specifications for the basketball hoops.

Borough Manager Stacy Crandell announced that the new website was launched last week. In addition, the Borough Manager Stacy Crandell explained that Staff was looking at a new IT provider and should hopefully have a proposal by the December 4th meeting.

Borough Manager Stacy Crandell gave an update on the Solicitor RFQs. Ms. Crandell explained that she had received some contact from a few firms that were going to put in a proposal, and she believes that the Borough will receive a good number of proposals. Mayor Daniel Yocum explained that he had spoken to the current solicitor, and this was a mutually agreed upon change. He expressed appreciation for their forty plus years of dedicated service from our current solicitor.

Borough Manager Stacy Crandell explained that the Operations and Maintenance Report was submitted for the Wastewater Treatment Plant and asked if there were any questions. No questions were raised. Ms. Crandell explained that beginning next year, she is going to have quarterly reports by the Wastewater Treatment Staff at the Council Meeting, so the Council has a better idea of the operations.

Borough Manager Stacy Crandell introduced the budget discussion of some items that needed further discussion. Ms. Crandell explained the two positions that were requested, including the Finance Director and the Operations Manager position. The Police Department has requested two full-time police officers. Councilor Matthew Sholly explained that the Public Safety Committee met and discussed this request and recommends the two full-time police officers and with a three-year lock on hiring any additional officers.

Borough Manager Stacy Crandell explained that staff needs some direction on the next steps for the Public Works Facility and the Municipal Building. In addition, Ms. Crandell needs some direction regarding the Cherry Lane property and next steps. Ms. Crandell explained that the ARPA Funds needs to be allocated by 2024 by showing we have entered contracts, or we will have to return the money. Councilor Julie Munden will reconvene the Municipal Building committee to come up with options. In addition, Ms. Crandell explained that Staff will look at a concept site plan for the 2nd Street Location to verify whether everything needed will fit at that location or if we should keep a portion of Cherry Lane.

Councilor Julie Munden asked if there was any other business. Police Chief Brian Newhall asked for some assistance with reaching out to the County Commissioners to help move them forward with the Prison Warden to help have their onboarding completed so they can start using the processing services at the County Prison which will save some time for the officers who must leave the area to move prisoners for processing.

Mayor Daniel Yocum also noted that some attended the VMSC Banquet this month. He noted that he thought things were going well with the change to VMSC as the Emergency Medical Services provider for the Borough. He also noted that while the VMSC has not asked for funding this year or next year, the Council should be aware that for the 2025 budget some funding would most likely be requested for their service to the Borough.



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There being no further business, the meeting adjourned at 8:28PM.

Respectfully submitted,

Stacy E. Crandell

Stacy E. Crandell, Secretary